



## Town of Rolesville Invites applications for the position of: **POLICE OFFICER**

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**SALARY:** \$38,700 – \$66,304

**OPENING DATE:** 8/25/16

**CLOSING DATE:** Open until filled

**Job Duties:**

Under general supervision performs basic law enforcement work associated with a certified police officer as established by the North Carolina Criminal Justice Education and Training Standards Commission; responds to medical alarms; performs related work as required. Employees must be able to successfully perform all essential functions and primary tasks of the position description.

**Primary Task:**

Respond to emergency situations in vehicles and on foot; Conduct criminal investigations, to include interviewing suspects, victims and witnesses, collecting evidence, conducting searches and documenting actions taken; Enforce criminal law, including making custodial arrests and using physical or other force when necessary; Serve warrants and criminal summons; Enforce traffic law, direct traffic and investigate traffic crashes; Operate and maintain a department assigned vehicle; Participate in mandatory and optional training courses, which may include the application of skills and abilities; Perform rescue operations and render assistance to citizens; Respond to requests for service, both criminal and non-criminal in nature; Testify in court, including preparation of necessary reports and related documents; Patrols (on foot, bike, patrol car or other authorized conveyance) to preserve general order; Checks for unlocked doors, broken windows and other indications of unusual situations; Notifies owners in person or with various communication methods of conditions deserving attention; Reports the existence of hazardous conditions to the proper authority; Provides assistance to other officers in accordance with policy and procedure; Enforces town ordinances; Operates patrol vehicle, radar and other assigned police equipment; Notifies proper authorities in case of injuries or fatalities; Investigates suspicious persons, vehicles and conditions; Responds to rescue, hazardous materials and medical alarms; perform rescue operations and render assistance to citizens; Uses medical equipment to mitigate an incident; Escorts parades, funerals and similar processions; Accompanies persons transporting large sums of money or other valuables to provide protection; Directs traffic; At sports events and on other occasions when traffic becomes congested; At school crossings and dangerous intersections; Attends public gatherings to maintain order; Inspects equipment, ensures proper functioning and maintains it in a presentable manner; Transports bank bags from Town Hall to various banks for deposits and change on a daily basis; Prepares a variety of records and reports as required; Performs other duties as required

Qualifications & Eligibility Requirements:

Graduation from a standard high school and completion of advanced courses and seminars in various phases of police work; preferably completion of a college degree program in police science, criminal justice, law enforcement or related area.

Desirable Training & Experience:

Some experience as a certified police officer is preferred but not required. FTO is provided for both experienced and no experience.

Special Requirements:

Before assignment to this class, employees must possess a valid North Carolina driver's license and have completed the minimum requirements established by the North Carolina Training and Standards Commission for certified law enforcement officers.

**All applicants should fill out a Town Application and an F3 Form located on-line at [RolesvilleNC.gov](http://RolesvilleNC.gov). Mail applications to the Town of Rolesville Town Hall, PO Box 250 or drop off at 502 Southtown Circle, Rolesville, NC 27571. If you have any questions, please contact Chief Langston at 919-556-7226 or email at [bobby.langston@rolesville.nc.gov](mailto:bobby.langston@rolesville.nc.gov)**